

Human Resources Manager



POSITION SUMMARY

Responsible for overseeing all Human Resources, Safety, Management Trainee and Medical Department functions to ensure compliance with all related federal, state and local laws and the creation and implementation of all Company policies and procedures to ensure fairness and consistency for all Employees. This position oversees all aspects of business and employment law; also works with all company benefits and company insurances (as a whole) to stay in compliance with insurability laws.

POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/her actions
- Ambition - The drive to achieve personal advancement
- Analytical Skills - Ability to use thinking and reasoning to solve a problem
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea
- Communication, Oral - Ability to communicate effectively with others using the spoken word
- Communication, Written - Ability to communicate in writing clearly and concisely
- Conceptual Thinking - Ability to think in terms of abstract ideas
- Customer Oriented - Ability to take care of the customers' needs while following company procedures
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type
- Energetic - Ability to work at a sustained pace and produce quality work
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal
- Judgment - The ability to formulate a sound decision using the available information
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions
- Organized - The trait of being organized or following a systematic method of performing a task
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement
- Presentation Skills - Ability to effectively present information publicly
- Project Management - Ability to organize and direct a project to completion
- Reliability - The trait of being dependable and trustworthy
- Self Confident - The trait of being comfortable in making decisions for oneself
- Tactful - Ability to show consideration for and maintain good relations with others
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines

Education

Bachelor's Degree (four year college or university) or equivalent experience.

